

OFFICE OF THE STATE CONTROLLER
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2006-27
CONSOLIDATION OF ANNUAL PARENT NOTIFICATION, SCHOOLSITE DISCIPLINE
RULES, ALTERNATIVE SCHOOLS

OCTOBER 10, 2006

REVISED JULY 1, 2014

In accordance with Government Code (GC) sections 17560 and 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state-mandated cost programs. This document contains claiming instructions and forms that eligible claimants must use for filing claims for the Consolidation of Annual Parent Notification, (APN), Schools Site Discipline Rules (SDR), and Alternative Schools (AS), programs. The Parameters and Guidelines (P's & G's) are included as an integral part of the claiming instructions.

On August 5, 1994, the Commission on State Mandates (CSM) determined that the test claim legislation established costs mandated by the State according to the provisions listed in the P's & G's which are included as an integral part of the claiming instructions.

Exception

There will be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law. The SDR program has been determined to be optional, repealed, or overturned by the court and consequently, is not eligible for reimbursement.

Eligible Claimants

With the exception of community colleges, any school district, as defined in GC section 17519, that incurs increased costs as a result of this mandate is eligible to claim for reimbursement. Charter schools and block grant recipients are not eligible to claim for reimbursement.

Reimbursement Claim Deadline

Claims for the **2013-14** fiscal year may be filed by **February 17, 2015**, without a late penalty. **Claims filed more than one year after the filing date will not be accepted.**

Penalty

- **Initial Claims**

When filed within one year of the initial filing deadline, claims are assessed a late penalty of 10% of the total amount of the initial claim without limitation pursuant to GC section 17561, subdivision (d)(3).

- **Annual Reimbursement Claim**

When filed within one year of the annual filing deadline, claims are assessed a late penalty of 10% of the claim amount; \$10,000 maximum penalty, pursuant to GC section 17568.

Minimum Claim Cost

GC section 17564, subdivision (a), provides that no claim may be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds one thousand dollars (**\$1,000**), provided that a county superintendent of schools may submit a combined claim on behalf of school districts within their county if the combined claim exceeds **\$1,000**, even if the individual school district's claim does not each exceed **\$1,000**. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement will be allowed except as otherwise allowed by GC section 17564. The county superintendent of schools will determine if the submission of the combined claim is economically feasible and be responsible for disbursing the funds to each school district. These combined claims may be filed only when the county superintendent of schools is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible school district. All subsequent claims based upon the same mandate will only be filed in the combined form unless a school district provides a written notice of its intent to file a separate claim to the county superintendent of schools and to the SCO at least 180 days prior to the deadline for filing the claim.

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. These costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5.

Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, these documents cannot be substituted for source documents.

Audit of Costs

All claims submitted to the SCO are subject to review to determine if costs are related to the mandate, are reasonable and not excessive, and if the claim was prepared in accordance with the SCO's claiming instructions and the P's & G's adopted by the CSM. If any adjustments are made to a claim, the claimant will be notified of the amount adjusted, and the reason for the adjustment.

On-site audits will be conducted by the SCO as deemed necessary. Pursuant to GC section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a claimant is subject to audit by the SCO no later than three years after the date the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for the SCO to initiate an audit will commence to run from the date of initial payment of the claim.

All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents must be made available to the SCO on request.

Record Retention

All documentation to support actual costs claimed must be retained for a period of three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated or no payment was made at the time the claim was filed, the time for the Controller to initiate an audit will be from the date of initial payment of the claim. Therefore, all documentation to support actual costs claimed must be retained for the same period, and must be made available to the SCO on request.

Claim Submission

Submit a signed original Form FAM-27 and one copy with required documents. **Please sign the Form FAM-27 in blue ink and attach the copy to the top of the claim package.**

Mandated costs claiming instructions and forms are available online at the SCO's website: **www.sco.ca.gov/ard_mancost.html**.

Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 700
Sacramento, CA 95816

If you have any questions, you may email **LRSDAR@sco.ca.gov** or call the Local Reimbursements Section at (916) 324-5729

Adopted: 11/30/95
Amended: 04/24/97
Amended: 01/27/00
Amended: 05/23/02
Amended: 04/26/06
Corrected: 08/25/06

AMENDED CONSOLIDATED PARAMETERS AND GUIDELINES

Annual Parent Notification

(CSM- 4453, 4461, 4462, 4488, 97-TC-24, 99-TC-09, 00-TC-12)

Education Code Section 48980

As Amended By

Statutes 1977, Chapter 36; Statutes 1979, Chapter 236;
Statutes 1980, Chapter 975; Statutes 1985, Chapter 459;
Statutes 1986, Chapter 97; Statutes 1987, Chapter 1452;
Statutes 1988, Chapter 65; Statutes 1990, Chapters 10 & 403;
Statutes 1992, Chapter 906; Statutes 1993, Chapter 1296;
Statutes 1997, Chapter 929; Statutes 1998, Chapters 846 and 1031;
Statutes 1999-2000, Chapter 1X; Statutes 2000, Chapter 73
[As Amended By Statutes 2003, Chapter 650 and Statutes 2005, Chapter 677]

Education Code Section 49063, Subdivision (k)

Statutes 1998, Chapter 1031

Schoolsite Discipline Rules

Education Code Section 35291

Statutes 1977, Chapter 965

Statutes 1986, Chapter 87

Alternative Schools

Education Code Section 58501

Statutes 1975, Chapter 448; Statutes 1981, Chapter 469

Beginning in Fiscal Year 2006-2007

I. SUMMARY OF THE MANDATES

The Commission determined that Education Code sections 35291, 48980, 48900.1, 49063, subdivision (k), and 58501 impose a new program or higher level of service, and costs mandated by the state, for school districts and county offices of education.²⁶ The following statements of decision address these mandate determinations and are consolidated under these parameters and guidelines:

1. *Notification to Parents: Pupil Attendance Alternatives (CSM 4453)*²⁷

(References to subdivision (g) refer to current subdivision (h).)

The Commission determined that Education Code section 48980, subdivision (g)²⁸ results in costs mandated by the state by requiring school districts to:

Provide or disseminate the notification to parents or guardians including information provided by the California Department of Education explaining the current statutory attendance options, and developing and including all current statutory and local attendance options which are unique to each district, and a procedure for alternative attendance areas or programs all as part of the annual notification, and to develop and distribute school district application forms for requesting a change of attendance, and a description of the appeals process for those applicants who are denied.

2. *Annual Parent Notification (CSM 4461)*²⁹

The Commission determined that Education Code section 48980, subdivision (a) required school districts to annually notify the parent or guardian of all pupils of specified Education Code provisions and that the additional printing and distribution of these notifications (in a cost effective manner) result in a reimbursable-state mandated program. The Commission also determined that a negligible reimbursable state-mandated program exists for annually reviewing and modifying the content of the parent notification to incorporate changes within the new sections referenced in these subdivisions.

3. *Schoolsite Discipline Rules (CSM 4462)*³⁰

The Commission determined that the requirement in Education Code section 35291³¹ for school districts to annually notify the parent or guardian of all pupils

²⁶ Article XIII B, section 6, of the California Constitution, and Government Code section 17514.

²⁷ Statutes 1993, chapter 1296; filed February 16, 1994; Statement of Decision adopted August 15, 1994, and amended February 23, 1995.

²⁸ Added by Statutes 1993, chapter 1296. Renumbered as subdivision (i) by Statutes 1997, chapter 929; renumbered as subdivision (j) by Statutes 1999, chapter 1X.

²⁹ Statutes 1992, chapter 906; filed September 2, 1994; adopted August 24, 1995.

³⁰ Statutes 1986, chapter 87; filed September 16, 1994; adopted August 24, 1995.

of the availability of district rules on student discipline combined with the annual parent notification requirement is a reimbursable state-mandated program.

4. *Alternative Schools Annual Notification* (CSM 4488)³²

The Commission determined that Education Code section 58501³³ resulted in costs mandated by the state by requiring school districts and county offices of education to:

- a. Provide parents and guardians with a prescribed annual written notice on the alternative schools program.
- b. Make available the alternative schools law at the offices of the principal, county superintendent of schools and district administrative office for anyone who requests this information.
- c. Annually post the alternative schools notice in at least two places at each school site for the entire month of March.

5. *Annual Parent Notification – Staff Development* (CSM 97-TC-24)³⁴

The Commission determined that Education Code section 48980, subdivisions (c) and (h), resulted in costs mandated by the state by requiring school districts to:

- a. Provide parents and guardians with annual written notice of the schedule of minimum days and pupil-free staff development days. (Ed. Code, § 48980, subd. (c).)

6. *Annual Parent Notification: 1998-2000 Statutes* (CSM 99-TC-09, 00-TC-12)³⁵

The Commission determined that Education Code section 48980, subdivisions (e), (l), and (m), and Education Code section 49063, subdivision (k), resulted in costs mandated by the state by requiring school districts to provide to parents and guardians, the following information:

- a. Notice that pupils will be required to pass a high school exit examination as a condition of graduation. (Ed. Code, § 48980, subd. (e).)
- b. Notice that no pupil may have his or her grade reduced or lose academic credit for any excused absences if the pupil makes up any missed assignments or tests. (Former Ed. Code, § 48980, subd. (l); renumbered

³¹ Amended by Statutes 1977, chapter 965, and Statutes 1986, chapter 87.

³² Statutes 1975, chapter 448, and Statutes 1981, chapter 469; filed September 29, 1995; Statement of Decision adopted November 15, 1996.

³³ As added by Statutes 1975, chapter 448, and amended by Statutes 1981, chapter 469.

³⁴ Statutes 1997, chapter 929; filed May 12, 1998; Statement of Decision adopted August 26, 1999.

³⁵ CSM 99-TC-09; Statutes 1998, chapters 846 and 1031, and Statutes 1999, chapter 1X; filed May 17, 2000. CSM 00-TC-12; Statutes 2000, chapter 73; filed May 11, 2001. Statement of Decision adopted December 12, 2001.

subd. (k) by Stats. 2003, ch. 650, renumbered subd. (j) by Stats. 2005, ch. 677.)

- c. A copy of the complete text of Education Code section 48205. (Former Ed. Code, § 48980, subd. (l); renumbered subd. (j) by Stats. 2005, ch. 677.)
- d. Notice of the availability of state funds to cover the costs of advanced placement examination fees. (Former Ed. Code, § 48980, subd. (m); renumbered subd. (l) by Stats. 2003, ch. 650, renumbered subdivision (k) by Stats. 2005, ch. 677.)
- e. Notice that a prospectus of school curriculum is available for review at the pupil's school, upon request. (Ed. Code, § 49063, subd. (k).)

II. ELIGIBLE CLAIMANTS

Any "school district," as defined in Government Code section 17519, except for community colleges, that incurs increased costs as a result of this mandate is eligible to claim reimbursement.

III. PERIOD OF REIMBURSEMENT

This amended consolidated set of parameters and guidelines is operative for reimbursement claims filed beginning in fiscal year 2006-2007.

Pursuant to Government Code section 17560, reimbursement for state-mandated costs may be claimed as follows:

A local agency or school district may file an estimated reimbursement claim by January 15 of the fiscal year in which costs are to be incurred, and, by January 15 following that fiscal year shall file an annual reimbursement claim that details the costs actually incurred for that fiscal year; or it may comply with the provisions of subdivision (b).

A local agency or school district may, by January 15 following the fiscal year in which costs are incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year.

In the event revised claiming instructions are issued by the Controller pursuant to subdivision (c) of section 17558 between October 15 and January 15, a local agency or school district filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim.

Reimbursable actual costs for one fiscal year shall be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable. Pursuant to Government Code section 17561 (d)(1), all claims for reimbursement of initial years' costs shall be submitted within 120 days of the issuance of the State Controller's claiming instructions. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

IV. REIMBURSABLE ACTIVITIES

The claimant is only allowed to claim and be reimbursed for increased costs for reimbursable activities identified below. Increased cost is limited to the cost of an activity that the claimant is required to incur as a result of a mandate.

For each eligible claimant, the following activities are reimbursable:

A. Review and Update

Annual review of Education Code section 48980, subdivisions (a), (c), (e), (h), (j), (k), and 49063, subdivision (k), and the sections referenced therein, for any change to scope and content; prepare or modify the annual parent notification and attendance application, as necessary; and have those changes approved by the governing board. (Ed. Code, § 48980, subd. (a).)

B. Printing

Annually print or otherwise reproduce the parent notification and district alternative attendance application and any state provided notification/application, and the notice of alternative schools. (Ed. Code, §§ 35291, 48980, subds. (a) & (h).)

C. Distribution

Annually distribute in a cost-effective manner a copy of the district parent notification and district alternative attendance application, and any state-provided alternative attendance notification/application, and the notice of alternative schools, to the parent or guardian of continuing and new students. (Ed. Code, §§ 35291, 48980, subds. (a) & (h).)

D. Alternative School Laws

Make available the text of the alternative schools law at the principal's office, county superintendent of school's office, and district administrative office for anyone who requests this information. (Ed. Code, § 58501.)

E. Posting Notice of Alternative Schools

Post the alternative schools notice in at least two places at each school site for the entire month of March. (Ed. Code, § 58501.)

F. Providing Notice of Minimum Days or Pupil-Free Staff Development Days Scheduled After the First Day of School

If the schedule of minimum days or pupil-free staff development days are scheduled after the first day of school, prepare and distribute notice of these days to parents or guardians. (Ed. Code, § 48980, subd. (c).)

V. CLAIM PREPARATION: REASONABLE REIMBURSEMENT METHODOLOGY

The Commission is adopting a *reasonable reimbursement methodology* to reimburse school districts for all direct and indirect costs, as authorized by Government Code section 17557, subdivision (b), *in lieu of payment of total actual costs incurred*. The definition of reasonable reimbursement methodology is in Government Code section 17518.5, as follows:

Government Code Section 17518.5

- (a) *Reasonable reimbursement methodology* means a formula for reimbursing local agency and school district costs mandated by the state that meets the following conditions:
 - (1) the total amount to be reimbursed statewide is equivalent to total estimated local agency and school district costs to implement the mandate in a cost-efficient manner.
 - (2) for 50 percent or more of eligible local agency and school district claimants, the amount reimbursed is estimated to fully offset their projected costs to implement the mandate in a cost-efficient manner.
- (b) Whenever possible, a *reasonable reimbursement methodology* shall be based on general allocation formulas, uniform cost allowances, and other approximations of local costs mandated by the state rather than detailed documentation of actual local costs. In cases when local agencies and school districts are projected to incur costs to implement a mandate over a period of more than one fiscal year, the determination of a reasonable reimbursement methodology may consider local costs and state reimbursements over a period of greater than one fiscal year, but not exceeding 10 years.
- (c) A reasonable reimbursement methodology may be developed by any of the following:
 - (1) The Department of Finance.
 - (2) The Controller.
 - (3) An affected state agency.
 - (4) A claimant.
 - (5) An interested party,

A. Uniform Cost Allowances and Formula for Reimbursable Activities A-E

The *reasonable reimbursement methodology* shall consist of uniform cost allowances to cover all direct and indirect costs of performing activities A-E, as described under Section IV.

Reimbursable Activities, and applied to a formula for calculating claimable costs.

The uniform cost allowances for reimbursement of activities, A-E are *as follows*:

- 1. The fixed cost per page is \$.0697 for fiscal year 2004-2005 costs. In each subsequent year, the Controller shall adjust the fixed cost per page by the Implicit Price Deflator as defined in Government Code section 17523.
- 2. The maximum number of claimable 8 ½" X 11" pages in the printed notification/application is determined for each program and is included in the matrix that follows.

3. The number of notifications (includes applications), distributed to parents and guardians may be based on one of the following numbers:
 - a. The actual number distributed.
 - b. Actual district enrollment at the time of distribution.
 - c. District's annual average daily attendance (ADA).

The formula for calculating claimable costs for Reimbursable Activities A-E for each program is as follows:

Claimable Costs = (fixed cost/page) X (# of claimable pages) X (# of notifications)

B. Uniform Cost Allowance and Formula for Reimbursable Activity F.

The *reasonable reimbursement methodology* shall consist of uniform cost allowances to cover all direct and indirect costs of performing activity F, as described under Section IV. Reimbursable Activities, and applied to a formula for calculating claimable costs.

The uniform cost allowance for preparing and distributing notice to parents and guardians of minimum days or pupil-free staff development days scheduled after the first day of school is \$0.2772 per notice for fiscal year 2004-2005. The Controller shall adjust this cost each subsequent year by the Implicit Price Deflator.

The number of notices prepared and distributed to parents and guardians may be based on one of the following numbers:

1. Actual number of notices distributed.
2. Actual grade level or district enrollment at the time of distribution.
3. District's annual average daily attendance (ADA).

The formula for calculating claimable costs for reimbursable activity F is as follows:

Claimable Costs = (fixed cost/notice) X (number of notices distributed)

FOR FISCAL YEAR 2006-2007

The test claim decisions and content of parent notices, maximum number of "claimable pages", reimbursement period, and statutory reference, for each program are as follows:

Test Claim Decisions and Content of Parent Notice	Claimable Pages	Status of Reimbursement Period	Current Reference
CSM-4453 <i>Pupil Attendance Alternatives</i>	Based on District Population: 0-500 -- 1 page 501-2500 -- 3 pages 2501-25,000- 6 pages 25,001+ - 9 pages	Ongoing	Ed. Code, § 48980, subd. (h)

CSM-4461 <i>Annual Parent Notification</i>	2.75 pages	Ongoing	Ed. Code, § 48980, subd. (a)
CSM-4462 <i>School Site Discipline Procedures</i>			Ed. Code, § 35291
CSM-4448 <i>Alternative Schools</i>	0.25 page	Ongoing	Ed. Code, §, 58501
97-TC-24 <i>Staff Development Days</i>	1.5 pages	Ongoing	Ed. Code § 48980, subd. (c)
99-TC-09, 00-TC-12 <i>High School Exit Exam</i>	.5 page	Ongoing	Ed. Code, § 48980 Subd. (e)
<i>Grade Reduction & Text of Ed. Code § 48205</i>	1.7 pages		Subd. (j)
<i>Advanced Placement Fees</i>	.5 pages		Subd. (k)
<i>Prospectus of Curriculum</i>	.5 pages		Ed. Code, § 49063, subd. (k)

VI. RECORD RETENTION

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs based on this reasonable reimbursement methodology filed by a local agency or school district pursuant to this chapter³⁶ is subject to the initiation of an audit by the Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

School districts must retain documentation which indicates the total number of notifications/applications distributed and a sample copy of the notification distributed during the period subject to audit.

³⁶ This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

VII. OFFSETTING SAVINGS AND REIMBURSEMENTS

Any offsetting savings the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, including but not limited to, service fees collected, federal funds, and other state funds, shall be identified and deducted from this claim.

VIII. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Pursuant to Government Code section 17558, subdivision (b), the Controller shall issue revised claiming instructions for each mandate that requires state reimbursement not later than 60 days after receiving the revised adopted parameters and guidelines from the Commission, to assist local agencies and school districts in claiming costs to be reimbursed. The revised claiming instructions shall be derived from the test claim decisions and the parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561, subdivision (d)(1), issuance of the claiming instructions shall constitute a notice of the right of the local agencies and school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

IX. REMEDIES BEFORE THE COMMISSION

Upon request of a local agency or school district, the Commission shall review the claiming instructions issued by the Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

X. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The Statements of Decisions listed in Section I. Summary of the Mandate are legally binding on all parties with respect to statutes claimed and determined by the Commission on State Mandates and provides the legal and factual basis for these consolidated parameters and guidelines.

However, these Statements of Decision do not address subsequent amendments to the test claim statutes. The support for the legal and factual findings is found in the administrative record for the test claims. The administrative records, including the Statements of Decision, are on file with the Commission.

CONSOLIDATION OF ANNUAL PARENT NOTIFICATION, SCHOOLSITE DISCIPLINE RULES, ALTERNATIVE SCHOOLS CLAIM FOR PAYMENT			For State Controller Use Only	PROGRAM 272
			(19) Program Number 00272 (20) Date Filed (21) LRS Input	
(01) Claimant Identification Number			Reimbursement Claim Data	
(02) Claimant Name			(22) FORM 1, (04) A. (e)	
County of Location			(23) FORM 1, (04) B. (e)	
Street Address or P.O. Box		Suite	(24) FORM 1, (06)	
City	State	Zip Code	(25) FORM 1, (07)	
	(03) (04) (05)	Type of Claim	(26)	
		(09) Reimbursement <input type="checkbox"/>	(27)	
		(10) Combined <input type="checkbox"/>	(28)	
		(11) Amended <input type="checkbox"/>	(29)	
Fiscal Year of Cost		(06)	(12)	(30)
Total Claimed Amount		(07)	(13)	(31)
Less: 10% Late Penalty (refer to attached Instructions)		(14)	(32)	
Less: Prior Claim Payment Received		(15)	(33)	
Net Claimed Amount		(16)	(34)	
Due from State	(08)	(17)	(35)	
Due to State		(18)	(36)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Sections 17560 and 17561, I certify that I am the officer authorized by the school district or county office of education to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 of the Government Code.

I further certify that there was no application other than from the claimant, nor any grant(s) or payment(s) received, for reimbursement of costs claimed herein; claimed costs are for a new program or increased level of services of an existing program; and claimed amounts do not include charter school costs, either directly or through a third party. All offsetting revenues and reimbursements set forth in the parameters and guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amount for this reimbursement is hereby claimed from the State for payment of actual costs set forth on the attached statements.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer

Type or Print Name and Title of Authorized Signatory

Date Signed _____

Telephone Number _____

Email Address _____

(38) Name of Agency Contact Person for Claim

Name of Consulting Firm / Claim Preparer

Telephone Number _____

Email Address _____

Telephone Number _____

Email Address _____

PROGRAM 272	CONSOLIDATION OF ANNUAL PARENT NOTIFICATION SCHOOLSITE DISCIPLINE RULES, ALTERNATIVE SCHOOLS CLAIM FOR PAYMENT INSTRUCTIONS	FORM FAM-27
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- (01) Enter the claimant identification number assigned by the State Controller's Office.
- (02) Enter claimant official name, county of location, street or postal office box address, city, State, and zip code.
- (03) to (08) Leave blank.
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim as shown in the attached Form 1 line (07). The total claimed amount must exceed \$1,000; minimum claim must be \$1,001.
- (14) Initial claims must be filed as specified in the claiming instructions. Annual reimbursement claims must be filed by **February 15**, or otherwise specified in the claiming instructions, following the fiscal year in which costs were incurred or the claims must be reduced by a late penalty. Enter zero if the claim was filed on time. Otherwise, enter the penalty amount as a result of the calculation formula as follows:
- Late Initial Claims: FAM-27 line (13) multiplied by 10%, without limitation; or
 - Late Annual Reimbursement Claims: FAM-27, line (13) multiplied by 10%, late penalty not to exceed \$10,000.
- (15) Enter the amount of payment, if any, received for the claim. If no payment was received, enter zero.
- (16) Enter the net claimed amount by subtracting the sum of lines (14) and (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., Form 1, (04) A. (e), means the information is located on Form 1, line (04) A., column (e). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. **Completion of this data block will expedite the process.**
- (37) Read the statement of Certification of Claim. The claim must be dated, signed by the agency's authorized officer, and must type or print name, title, date signed, telephone number and email address. **Claims cannot be paid unless accompanied by an original signed certification. (Please sign the form FAM-27 in blue ink and attach the copy to the top of the claim package.)**
- (38) Enter the name, telephone number, and email address of the agency contact person for the claim. If claim was prepared by a consultant, type or print the name of the consulting firm, the claim preparer, telephone number, and email address.

SUBMIT A SIGNED ORIGINAL FAM-27 AND ONE COPY WITH ALL OTHER FORMS TO:

Address, if delivered by U.S. Postal Service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250

Address, if delivered by other delivery service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 700
 Sacramento, CA 95816

PROGRAM 272		CONSOLIDATION OF ANNUAL PARENT NOTIFICATION, SCHOOLSITE DISCIPLINE RULES, ALTERNATIVE SCHOOLS (FISCAL YEAR 2013-14) CLAIM SUMMARY				FORM 1	
(01) Claimant			(02)			Fiscal Year 20____/20____	
(03) Leave blank							
(04) Uniform Cost Allowance	(a) Reimbursement Rate Per Page	(b) Reimbursement Rate Per Notice	(c) Specified Number of Pages (refer to claim instructions)	(d) Sets Distributed, ADE, or ADA	(e) Total		
A. Activities: A through E	\$0.0904				(a) X (c) X (d)		
B. Activity F		\$0.3594			(b) X (d)		
(05) Total Cost							
Cost Reduction							
(06) Less: Offsetting Revenues							
(07) Less: Other Reimbursements							
(08) Total Claimed Amount						Line (05)(e) – [(Line (06) + Line (07))]	

PROGRAM
272

**CONSOLIDATION OF ANNUAL PARENT NOTIFICATION, SCHOOLSITE
DISCIPLINE RULES, ALTERNATIVE SCHOOLS (FISCAL YEAR 2013-14)
INSTRUCTIONS**

FORM
1

- (01) Enter the name of the claimant.
 (02) Enter the fiscal year of costs.
 (03) Leave blank.
 (04) A (a) For Activities A through E: Rate Per Page **\$0.0904** for Fiscal Year 2013-14.
 (04) B (b) For Activity F: Rate Per Notice **\$0.3594** for Fiscal Year 2013-14.
 (04) A (c) For Activities A through E: Enter "Specified Number of Pages" from selected activities. (Refer to table below)

Programs

- | | |
|---|--|
| I. Pupil Attendance Alternatives | VI. Annual Parent Notification: |
| II. Annual Parent Notification | High School Exit Exam (e) |
| III. Schoolsite Discipline Rules (Repealed) | Grade Reduction & Text (j) |
| IV. Alternative Schools | Advanced Placement Fees (k) |
| V. Staff Development Days | Prospectus of Curriculum *(k) |

District Population	I. CSM 4453 § 48980 (h)	II. CSM 4461 § 48980(a)	III. CSM 4462 § 35291	IV. CSM 4488 § 58501	V. 97-TC-24 §48980(c)	VI. 99-TC-09 / 00-TC-12 § 48980 (e), (j), (k) *§ 49063 (k)				Programs I - VI Maximum Number of Claimable Pages
	Ongoing	Ongoing	Repealed	Ongoing	Ongoing	Ongoing				
						(e)	(j)	(k)	*(k)	
0 - 500	1	2.75	N/A	0.25	1.50	0.50	1.70	0.50	0.50	8.7
501 - 2,500	3	2.75	N/A	0.25	1.50	0.50	1.70	0.50	0.50	10.7
2,501 - 25,000	6	2.75	N/A	0.25	1.50	0.50	1.70	0.50	0.50	13.7
25,001 +	9	2.75	N/A	0.25	1.50	0.50	1.70	0.50	0.50	16.7

- (04) A & B (d) Enter the number of sets of notifications distributed, the actual district enrollment (ADE) at the time of distribution, or the district's annual average daily attendance (ADA) for Activities A through E and/ or Activity F.
- (04) A & B (e) **For Activities A through E:** Claimable Cost = (Fixed Cost/Page) x (# of claimable Pages) x (# of notifications).
 Multiply (04)(a) x (04)(c) x (04)(d).
For Activity F: Claimable Cost = (Fixed Cost/Notice) x (# of notices distributed).
 Multiply (04)(b) x (04)(d).
- (05) (e) Total cost: Add (04) A.(e) and (04) B.(e)
- (06) Less: Offsetting Revenues. If applicable, enter any revenue received by the claimant for this mandate from any state or federal source.
- (07) Less: Other Reimbursements. If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds that reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (08) Total Claimed Amount. Subtract the sum of Offsetting Revenues, line (06), and Other Reimbursements, line (07), from Total Cost, line (05)(e). Enter the remainder on this line and carry the amount forward to Form FAM-27, line (13) for the Reimbursement Claim.